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Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Director of Logistics

DATE: 5 March 1963

FROM : Chief, Printing Services Division,
Office of Logistics

SUBJECT: Activity Report for February 1963

1. GENERALa. Plant Operations - (continued item)

25X1A The incoming workload remained normal during February 1963 with the exception of a slight increase in NIS material during the latter part of the month. Several new, continuing work requirements were placed on the Division. These were: (a) monthly Office of Personnel requirement consisting of making 370 addressograph labels for envelopes, (b) monthly ORR/ST/I/D requirement to make 25 sets of document receipts and 100 address labels on addressograph equipment, (c) OCI requirement for three new daily reports [REDACTED] each consisting of three originals for 150 copies, and (d) OCI requirement for ad hoc reports, varying in number from 125 to 150 a month and consisting of 5 to 17 pages for 150 copies each. The first two requirements are processed by Plant No. 3 and the last two by Plant No. 4.

2. OTHER ITEMS OF INTEREST25X1A7a a. Conversion of [REDACTED] Publications to Offset Printing - (continued item)

25X1A7a The pilot program of printing the Latin America book of the [REDACTED] by the offset process instead of mimeograph is continuing. Consumer response has been favorable. The typing speed has increased and the 1275W multilith is now being tested. It is expected that the Division will decide which type of press is best suited for the new system within four weeks.

25X1A7a Meanwhile the Division has developed a new plan which will make it possible to produce offset masters directly from 5-channel tape produced from the original teletype transmissions. Feasibility tests indicate that with this plan the [REDACTED] typing staff can be reduced by 25 to 40 percent and that proofreading can be substantially decreased. [REDACTED] favors this plan and would prefer before proceeding with the conversion to see a prototype of the devices required for this new plan.

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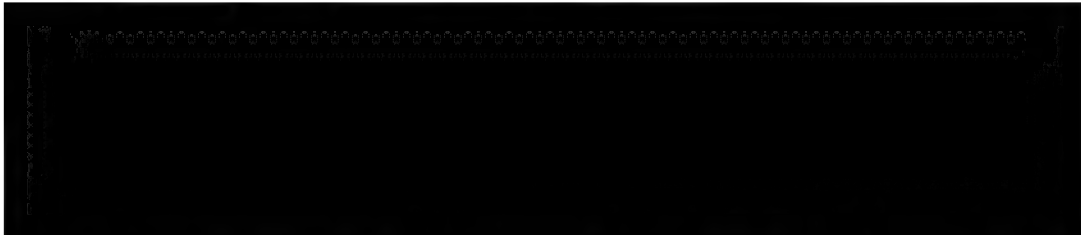
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b. Preparation of NIS Manuscript by the Use of Paper Tape -
(continued item)

The study being made into the problem of converting the customer prepared tape to tape which can be used on Division Linotype machines indicates it will be possible to achieve the desired results by modifying existing machines. Ideas for such a machine have been discussed with [REDACTED] representatives who are very interested in the proposal. Investigation of the proposal is now being made by the [REDACTED]

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c. New Floor Tile for Plant No. 4 - (new and completed item)

Arrangements have been made to remove the present tile in the pressroom of Plant No. 4, located in the Headquarters building and replace it with a new grease and chemical resistant tile. The present tile has become scarred and cracked from spilling of chemicals and grease.

d. Budget Situation - (continued item)

As reported in last month's report, the Division has taken steps to discontinue all outside printing in an effort to reduce the budget deficit. However, the Office of Central Reference and the Office of Research and Reports have agreed to charge their cost center accounts up to a total of \$20,500 to continue farming out their printing work which cannot be done by the Division.

e. Discussion Regarding Additional Equipment [REDACTED] - (new and completed item)

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Division representatives and employees of ORR met to discuss emergency facilities for producing cartographic work [REDACTED]. The outcome of the discussion was Printing Services Division agrees that additional facilities should be provided; however budget limitations make it impossible for PSD to provide additional equipment. Should the equipment be made available through other means, PSD would assume the responsibility of rotating the necessary supplies to make these facilities operative in case of an emergency.

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g. Study of Procedures in Preparing and Printing National Intelligence Surveys - (new and continuing item)

A study is being made by PSD on the current procedures followed in preparing and printing the National Intelligence Surveys in an effort to reduce the amount of time required to produce these publications. Several small but helpful changes are already under consideration and it is expected that many more ideas will be developed as the study progresses.

h. Special Meeting of the Joint Committee on Printing Staff to Consider Recent Developments in Electronic Printing - (new and completed item)

On 4 February 1963 the Division Chief attended a meeting held by the Staff of the Joint Committee on Printing to review the progress being made by the Government Printing Office in its new electronic printing program. The Staff Director of the Committee had requested the Division Chief to attend these meetings because of the considerable amount of work which the Division has done in this area. The Staff Director has indicated that he would appreciate having the Division Chief sit in on future meetings of this Committee. This is an excellent opportunity for PSD to keep abreast of the large amount of work which GPO is planning to do in the field of electronic printing and tape operation of composing machines.

i. Meeting of Government Printing Office Officials and Departmental Printing Representatives - (new and completed item)

On 6 February 1963 the Division Chief and [REDACTED] attended a meeting of top officials of the Government Printing Office and departmental printing representatives for the purpose of being briefed on recent actions taken by the Public Printer to improve service to the agencies. The Public Printer conducted this meeting and very sincerely informed the group of his intentions to provide all services required of the Government Printing Office. The meeting gave all of the departmental representatives an opportunity to discuss problems they may have in dealing with GPO. The meeting was followed by a luncheon and a tour of several operating divisions of the Office.

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j. Meeting with the Automatic Data Processing Staff - (new and completed item)

On 13 February 1963 the Division Chief and two employees of his staff briefed the members of the Automatic Data Processing Staff on the advantages of tape to the Agency's printing operations. This briefing was intended to acquaint the Staff with the considerable effort PSD is making toward automation of its composition functions and to set the stage for the coordination which is necessary with the Automatic Data Processing Staff.

k. Meeting with Officials of the Amalgamated Lithographers of America - (new and completed item)

On 15 February 1963 the Division Chief attended a meeting with officials of the Amalgamated Lithographers of America in the office of the Director of Personnel. Other Agency officials attending this meeting were the Director of Personnel, General Counsel, Personnel Officer, Office of Logistics. The Amalgamated Lithographers representatives were Mr. Jack Wallace, International Vice President, and Mr. Nathan Hughes, President of the D. C. Local. The meeting had been requested by Mr. Hughes so that he and Mr. Wallace could meet the management of the CIA printing services activity. While the Amalgamated Lithographers officials obviously were most interested in obtaining a bargaining position with the Agency, they were informed that the Agency was exempt from the provisions of the President's recent Executive Order 10988. They were further advised that because of this exception and because of security reasons the Agency would not be negotiating with any unions. The meeting was most cordial and the union officials expressed appreciation for having been given the opportunity to meet with Agency officials.

l. Overtime - (continued item)

The Division worked a total of 215 hours of overtime and holiday time in February compared to 553 hours of overtime worked in January. The Division has worked 6,285 hours of overtime in FY 1963 compared to 5,210 hours worked for the same period in FY 1962.

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OL/PSD: [REDACTED] (5 Mar 63)